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25X1

Copy 5 of 5

29 February 1956

MEMORANDUM FOR: Finance Division, Accounts Branch

SUBJECT :

Travel Claim for Period

1 - 29 February 1956

1. It is requested that subject (Employee Name) - Officer's - ~~Estimated~~ account be credited in the amount of \$246.15. The credit should be applied against the following advance(s):

DATE OF ADVANCE	AMOUNT OF ADVANCE	AMOUNT TO BE CREDITED
3 Feb. 56	Balance 359.48	\$ 59.48
20 Feb. 56	6.82	6.82
28 Feb. 56	500.00	180.85
	Total	<u>\$ 246.15</u>

2. For your protection in taking this action, I certify that there is in the custody of the Project Comptroller a sufficient voucher which is consistent with Agency regulations, approved by an appropriate approving authority and certified by an authorized certifying officer in the amount of \$ 246.15. This expense is properly chargeable as follows:

TRAVEL ORDER NO.	ALLOTMENT SYMBOL	OBLIGATION REF. NO.	OBJECT CLASS	AMOUNT
PCS-DCI Proj 87-56	6-1001-10-001	8007	02.1	\$246.15

Charge General Ledger Account Number 600.1

3. The Security Office has requested that this voucher not be released through normal administrative channels.

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Authorized Certifying Officer
Project Comptroller

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Distribution:

- 0&1 - Addressee
- 3 - Voucher file
- 4 - Proj Pers file
- 5 - Chrono

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